

RECRUITMENT GUIDELINES FOR EFM'S

1. PREFERENCE IN HIRING

If the US Citizen EFM (AEFM) or US Veteran* meets all the requirements of the job as advertised on the Vacancy Announcement and nothing negative is discovered in the interview, then the US Citizen EFM or US Veteran will get preference in hiring.

"Preference in hiring" means first consideration for the fully qualified US Citizen EFM** or US Veteran by the supervisor or hiring official (subject to the unanimous concurrence of the Post Employment Committee).

**Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.*

***EFM of someone in an agency not subscribing to the PSA-plus program cannot get hiring preference.*

2. DEFINITIONS

❖ AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

❖ EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Note: these definitions will be revised shortly. New definitions will be changed when they are revised.

3. HOW TO APPLY FOR A POSITION

- Read carefully the requirements **on the vacancy announcement** of the positions announced. (If you do not meet **ALL** the requirements of the position as contained on the Vacancy Announcement, your application will not be considered).
- If you have ALL the requirements for a specific position, fill out the job application (OF-612) or send a current resume.
- Applications will be accepted at the Human Resources Office in Asuncion until the specified closing date.
- All applicants can expect to be tested in Spanish and/or English as appropriate.

4. HIRING MECHANISMS

A. FMA (Family Member Appointment)

Requirements for an FMA appointment:

- Recruited for the Department of State positions only
- Has a term of more than one year but not more than five years, that maybe extended or renewed
- a full-time regular workweek schedule (40 hours per workweek) or part-time* regular workweek schedule (not less than 16 hours and not more than 32 hours per workweek)
- On the orders of the sponsoring employee
- Paid on FP pay scale
- WGI (within grade increase) are automatic

Benefits:

- FERS – Federal Employees Retirement system
- FEGLI – Federal Employee Government Life Insurance
- TSP – Thrift Savings Plan
- FEHB – Federal Employee Health Benefit
- Sick and Annual Leave
- Leave Donor Eligibility
- Awards
- May be Entitled to Danger Pay (if applicable)
- All benefits are suspended when employee enters INWS – including service and retirement credit.
- An FMA who has served at least one year or more may be eligible for noncompetitive civil service appointment with the Federal Government back in the US – Civil Service positions paid under the GS pay schedule. (State 131614)

*Part-time employees earn annual and sick leave on a pro-rated basis proportional to the part-time schedule

INWS (Intermittent-No-Work-Scheduled)

- Individual is placed in Intermittent-No-Work-Scheduled (INWS) status when permanently departing position or post
- An individual under a Family Member Appointment in INWS status remains a Department of State employee
- An individual under a Family Member Appointment in INWS status receives no pay, benefits, or service credit

Termination of an FMA

- The effective date of termination of a Family Member Appointment is effective on the last day of the pay period in which the date of the event warranting termination occurs. Family Member Appointment terminates when the individual receives another appointment with the U.S. Government other than the State Dept or when the FMA reaches its expiration date (normally five years from initial appointment or renewal).

B. U.S. EFM PSA+

- Recruited by an Agency other than State Dept.
- Non-US citizen spouses selected to fill LE Staff positions under the FP scale will be required to have a US Social Security card; otherwise the spouse will be paid under the Local Compensation Plan.
- If PSA is accepted, the employee will have to resign the FMA (Family Member Appointment)
- Sometimes State will use a PSA for a US Citizen EFM, specifically one that receives a FS or CS annuity and, therefore, can't be hired on a FMA appointment.

Benefits

- Social Security
- Awards under a separate post awards program for PSAs
- NOR's (Not ordinarily resident applicants) hired on a PSA are not entitled to Danger Pay
- No TSP, FLEGI, FERS TSP, FEHB benefits involved (State 128129)
- No Service or retirement credit

C. TEMPORARY APPOINTMENTS

Benefits

- Earn annual and sick leave unless the Temporary appointment is for less than 90 days, or if the appointment (of any length) has an Intermittent work schedule or WAE (when actually employed).
- No TSP, FLEGI, FERS TSP, FEHB benefits involved and no service/ retirement credit

5. PREVIOUS HIGHEST RATE

There are two exceptions, which allow the individual to request a higher rate within the class of the position:

- Superior Qualifications Rate (SQR) – individual must indicate prior USG, or private sector employment, volunteer service or higher education degree/training that is relevant to new employment.
- Highest Previous Rate – individual has held a USG direct-hire position at a higher grade or step than the current position

Note: Advanced in-Hire Rate AIR (similar to SQR) and Prior Federal Rate (PFR, similar to HPR) can be requested when hiring at post via PSA+

These are not automatic rights, but are contingent upon post having funds available for HPR, AIR, or SQR.

6. SECURITY CLEARANCE

Family members are able to apply for security clearances only upon being chosen for a position that requires a clearance. The clearance process is a lengthy one. Family members may wish to consider applying for When Actually Employed (WAE) security escort

positions in order to obtain an initial clearance that could be revalidated if the family member is later chosen for another position requiring a clearance.